

Position No. OBO-001

**Position Name: Admin. Assist. (Security)
Name: VACANT**

13. BASIC FUNTION:

The incumbent serves as the Office Manager for the OBO/Guayaquil security program. Manages, coordinates and performs a wide variety of complex office, administrative, support functions and investigative services. This person is expected to assist the SSM in the administration of Site Security Office daily operations; assign tasks to other employees at the office under the guidance of the Site Security Manager (SSM) and Project Director (PD); track the progress and resolution of these tasks and ensure that they are executed in a timely basis; manage the filing system; track the accounting system for several accounts. Conducts investigations, and investigative inquiries, on prospective employees and subcontractors involved in the NCC construction project and obtains local police records checks.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

50%

Oversee the Security Certification Program for approximately 2000 General Contractor (GC) and Sub-contractor employees. Will initiate and track security name checks certification. Provides custom forms to be filled out by General Contractor to comply with each agency name checks procedures. Receives GC and Sub-contractor personnel identification documents, analyzes accuracy and handles record keeping tasks. Position is responsible for the review of required forms, processing of identification documents for background investigations and associated paperwork for accuracy. Maintains permanent contact with General Contractor staff to ensure the required paperwork for the certification process is submitted. Forwards requests to the Site Security Manager for approval or directly to an agency requesting name checks certifications. Leads efforts to operationally, integrate and update personnel records in an access database. Tracks system to gather and analyze data in order to solve issues. Maintain various Project Access Rosters such General Contractor Staff, OBO Staff, Vehicle Access List, Cell Phones Authorization List. Coordinates time sensitive tasks with the General Contractor, Regional Security Office, Local Guard Force Supervisors. Develops and maintains logs, files, records, incident reports, critical to the Certification process for the new Consulate General. Monitors, tracks and provides status reports on a weekly basis and certifies its detail and accuracy.

30%

The incumbent provides assistance and support to SSM in the day-to-day operation of the Site Security Office. Provides administrative support for all Site Security staff, which includes the Security Team Leader, four Construction Surveillance Technicians and six cleared American Guards. Position is responsible for the Time and Attendance of OBO staff. Creates and maintains specialized reports, records and files related to site security procedures in order to update, retrieve requested documents pertaining to security management, administrative and investigation matters. Monitors the COAST system and obtains monthly financial information of OBO accounts. Assist in the composing and submission of required reports collecting data from different sources of information and

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downloading pictures of digital camera photos into computer system. Types and edits letters, diplomatic notices, cables, memorandums and other administrative documents required. Provide assistance to US and Foreign National Locally Employed Staff in responding to questions concerning administrative procedures and links with administrative services as necessary. Personally handles and/or resolves routine concerns or complaints in coordination with Security Staff. Prepares responses to official inquiries and drafts the responses to routine matters on his/her own initiative. Receive, check and forward to SSM various types of requests e.g. visitors authorization, delivery/withdrawal of materials and equipment, photography authorization, badges issuance, After/Early Hours Work, ensuring efficient and timely responses and compliance with site security procedures, as provided by the Division 1 Specifications. Distributes tasks to other members of the staff and monitors their timely resolution. Assist other staff with administrative correspondence coming from the US Consulate General Guayaquil, the General Contractor for the project, and OBO Headquarters.

Establishes, updates and maintains manual and automated filing systems in order to update and track information as needed for the Project security program. Develops and maintains chronological files and records of all incoming and outgoing correspondence and general administrative files. Prepares packages for express courier and arranges for pickup.

Provides organizational and administrative support for numerous interagency construction and security team visits throughout the duration of the project.

20%

In the absence of the Security Investigator. Conduct various pre-employment background investigations in Guayaquil as designated by the NCC Site Security Manager. Interview prospective employees, previous employers, references, neighbors and developed sources in the performance of these investigations. Conducts verifications of claims to education, obtains local police records checks. Conducts investigations, and investigative inquiries, on prospective employees and subcontractors involved in the NCC construction project. Conduct screenings of proposed sub-contractors and attendant personnel. Maintains and develops liaison with Guayaquil's Public Forces and other GOP authorities as directed by the SSM.

15. QUALIFICATIONS REQUIRED:

- A. **Education:** At least four years of college level education in administration, or an area of study relevant to this position, e.g., security management, construction management, project management, human resources management is required.
- B. **Prior Work Experience:** At least 4 years experience involving administrative duties is required including experience or demonstrated ability to organize and coordinate time-critical activities and events and facilitate intra-office communications.

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- C. **Post Entry Training:** Familiarization with Division 1 specifications for the NCC project, the administrative aspects of construction and security programs, plans and procedures, and with the Construction and Commissioning Division filing and accounting system. Familiarization with Department of State organizational structures relevant Overseas Buildings Operations and familiarization with security adjudication criteria.
- D. **Language Proficiency:** Level IV (Fluent) written/spoken English and Spanish are required.
- E. **Job Knowledge:** Security policies and procedures. Local Labor Code.
- F. **Skills and Abilities:** Thorough knowledge of Microsoft Office (Word, Excel, Power-point and Access) is required. Must be able to perform multiple functions concurrently, e.g. intra-office coordination, collections, payments, accounts receivable, management of schedules and time sensitive tasks, management of filing system. Must have driving skills. Driver's license is required. Should have level II typing (40 words per minute).

16. POSITION ELEMENTS:

- A. **Supervision Received:** Works under the general supervision of the Site Security Manager (SSM) and OBO Project Director (PD). May receive tasks and instructions from the Construction Manager or Security Team Leader in the absence of the SSM and PD.
- B. **Supervision Exercised:** Will provide direction and guidance to three newly hired Local Guard Force Supervisors ensuring observance of procedures and policies that govern some of the work situations.
- C. **Available Guidelines:** NCC Project Division 1 specifications, Site Security manager's handbook, construction Security Plan for NAB, 12 FAM, Construction and Commissioning Guidebook, Records Management Handbook, FMS Serviced Post User Manual, Appendix A Cashier manual – US Dept. of Treasury regulations..
- D. **Exercise Judgment:** The incumbent must demonstrate sound judgment to ensure that no commitments are made without proper authority and must establish work priorities. The incumbent is expected to initiate action and follow up when necessary to ensure that required job assignments are being carried out as previously agreed. Must be able to interpret and apply security suitability criteria for the project certification process.
- E. **Authority to Make Commitments:** Will be expected to make commitments, decisions and conclusions relevant to scheduling, procurement, site access criteria, and initiation of security inquiries consistent with provided guidelines and instructions.
- F. **Nature, Level and Purpose of Contacts:** The incumbent must interact with various Consulate General offices and staff related to security and administrative matters, with the General Construction Contractor, OBO-Guayaquil staff, Site Security staff, OBO Security Management in the Department of State. Provide

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liaison with Local Guard Company, Local Authorities and others concerning matters that come within the purview of the duties assigned.

G. **Time Expected to Reach Full Performance Level:** Three Months.